

**BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date: February 19, 2003

Division: Management Services

Bulk Item: Yes X No     

Department: Administrative Services, Purchasing *KE*

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**AGENDA ITEM WORDING:**

Approval to renew contract with Buccaneer Courier for courier service for a two-year period.

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**ITEM BACKGROUND:** Courier has provided, at no additional charge, service to STOP #9, Juvenile Justice Building, which was not required in the agreement as previously amended, when the facility became operational; and Courier is willing to continue to provide service at the existing price to include said stop in exchange for the extension to include an additional year. County believes said arrangement to be in the best interest of the County.

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**PREVIOUS RELEVANT BOCC ACTION:**

February 2001 1<sup>st</sup> renewal option was approved by BOCC. February 13, 2002 2<sup>nd</sup> renewal option was approved.

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**CONTRACT/AGREEMENT CHANGES:**

Address change for stop list. Changed Stop #1 from Public Service Building to Gato Building and added Stop #9 Judicial Bldg., Stock Island (at no additional charge).

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**STAFF RECOMMENDATIONS:**

Approve renewal.

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**TOTAL COST:** \$56,145.60

**BUDGETED:** Yes X No     

**COST TO COUNTY:** \$56,145.60

**SOURCE OF FUNDS:** 75% Ad Valorem, 4% Toll Booth Revenue, 10% Franchise tipping fees, 7% Passenger Facility Charges & 4% Tourist Impact Tax

**REVENUE PRODUCING:** Yes      No X **AMOUNT PER MONTH**      **Year**     

**APPROVED BY:** County Atty X OMB/Purchasing X Risk Management X

**DIVISION DIRECTOR APPROVAL:**

*Sheila A. Barker*  
\_\_\_\_\_  
Sheila A. Barker

**DOCUMENTATION:** Included X To Follow      Not Required     

**DISPOSITION:**     

**AGENDA ITEM #** D41

**MONROE COUNTY BOARD OF COUNTY COMMISSIONERS**

**CONTRACT SUMMARY**

Contract with: Buccanner Courier Contract # \_\_\_\_\_  
 Effective Date: February 2003  
 Expiration Date: February 2004  
 Contract Purpose/Description:  
Renewal for courier service.

Contract Manager: Lisa Ernst Cherry 4466 Administrative Services-  
 (Name) (Ext.) Purchasing, Stop #1  
 (Department/Stop #)

for BOCC meeting on February 19, Agenda Deadline: February 4, 2003  
2003

**CONTRACT COSTS**

Total Dollar Value of Contract: \$ 56,145.60 Current Year Portion: \$ 32,751.60  
 Budgeted? Yes ☒ No ☐ Account Codes: 06001-530-340, 63001-530-340,  
 Grant: \$ \_\_\_\_\_ 22502-530-340, 63501-530-340,  
 County Match: \$ \_\_\_\_\_ 40000-530-340, 76007-530-340,  
62012-530-340

**ADDITIONAL COSTS**

Estimated Ongoing Costs: \$0.00/yr For: \_\_\_\_\_  
 (Not included in dollar value above) (eg. maintenance, utilities, janitorial, salaries, etc.)

**CONTRACT REVIEW**

	Date In	Changes Needed	Reviewer	Date Out
Division Director		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Sheila A. Barker</u>	<u>2-3-03</u>
Risk Management		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Bill Gunhan</u>	<u>2/3/03</u>
O.M.B./Purchasing		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Sheila A. Barker</u>	<u>2-4-03</u>
County Attorney	<u>2/4/03</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>2/4/03</u>

Comments: Contract OK - insurance expired - need new certs of  
GL 1, WC 1, VL 2, MVC, ED 1 BG

**COURIER SERVICE AGREEMENT  
ADDENDUM NO. 3 AND AMENDMENT**

THIS ADDENDUM AND AMENDMENT is entered into this 15th day of February, 2003, between the Monroe County Board of County Commissioners (COUNTY) and Buccaneer Courier (Buccaneer).

WHEREAS, on March 15, 2000, the parties entered into a one year agreement for courier services with options to consecutively extend for additional three one-year terms; and

WHEREAS, the agreement has been extended in March, 2001, and February, 2002; and

WHEREAS, the agreement still has one option for an additional one-year term; and

WHEREAS, Courier has provided, at no additional charge, service to STOP #9, Juvenile Justice Building, which was not required in the agreement as previously amended, when the facility became operational; and

WHEREAS, Courier is willing to continue to provide service at the existing price to include said stop in exchange for the extension to include an additional year; and

WHEREAS, County deems said arrangement to be in the best interest of the County; now therefore

IN CONSIDERATION of the mutual promises contained herein, the parties hereby agree to amend the existing contract, as previously amended, as follows:

1. The agreement shall be extended for a two-year period commencing March 15, 2003, and ending March 14, 2005.
2. The Stops to be serviced shall include all stops previously agreed plus Stop #9, Juvenile Justice Building, for Sheriff Dept.(SHF), Building Dept.(BLD), New Detention Facility (NDF), Guardian Ad Litem (GAL), and Marine Projects(MPC), and Bayshore Manor (BAY) at 5503 College Road, Key West, Fl. 33040.
3. In all other respects, the Agreement entered March 15, 2000, as amended March 21, 2001, and February 13, 2002, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused these presents to be executed in their respective names.

**BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, FLORIDA**

Attest:

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Mayor Dixie Spehar

**BUCCANEER COURIER**

By: \_\_\_\_\_

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

BY:   
SUZANNE A. HUTTON

DATE: 2/04/03

## Monroe County Courier Service Stops

### **STOP #1**

The Historic Gato Cigar Factory  
1100 Simonton Street  
The Mail Room  
Key West, Florida 33040

OUT TO KEY WEST

11:00 AM and 2:30 PM

OUT TO KEYS NORTH

5:00 PM

from Keys North	from Key West
before 8:00 AM	1:00 PM

CAD  
SAF  
RSK  
GRP  
WKC  
PER  
OMB  
PUR  
CDF  
CSD  
EXS  
SSD  
PWD  
CMD  
ENG  
SWM  
ART

County Administrator  
Safety Office  
Risk Management  
Group Insurance  
Workers Compensation  
Personnel Office  
Budget Office  
Purchasing Office  
Code Enforcement  
Community Service Division  
Extension Services  
Social Services Dept.  
Public Works Division  
Construction Management  
Engineering Department  
Solid Waste Management  
Monroe Council of the Arts

### **STOP #2**

Monroe County Health Dept.  
The Historic Gato Cigar Factory  
1100 Simonton Street  
Key West, Florida 33040

DOH

Department Of Health

### **STOP #3**

1201 White Street, Suite 102  
Key West, Florida 33040

TDC

Tourist Development Council

## **STOP #4**

3583 S. Roosevelt Blvd.  
Key West, Florida 33040

FMS  
PFM  
RDS

Fleet Management Service  
Public Facility Maintenance  
Road Department

## **STOP #5**

3491 S. Roosevelt Blvd.  
Key West, Florida 33040

APK

Airport Director's Office

## **STOP #5-B**

The Harvey Govt. Center  
located in the Historic Truman Building  
1200 Truman Avenue  
Key West, Florida 33040

TSD  
VAD  
TAX  
LAT

Technical Services Dept.  
Veteran Affairs Dept.  
Tax Collector, 1<sup>st</sup> floor  
Land Authority

## **STOP #6**

700 Fleming Street  
Key West, Florida 33040

LIB

Key West Library

## **STOP #7**

Key West, Florida 33040

CAY  
SPE  
MCC

County Attorney  
Commissioner Spehar  
Commissioner McCoy

## **STOP #8**

Monroe County Courthouse  
500 Whitehead Street  
Key West, Florida 33040

CTA  
CLK  
PAO  
FIN  
PAY  
SOE  
STA

Court Administrator  
County Clerk  
Property Appraiser Office  
Finance Department  
Payroll Department  
Supervisor of Elections  
State Attorney

## **STOP #9**

Juvenile Justice Building  
5503 College Road  
Key West, FL 33040

SHF  
BLD  
NDF  
MPC  
  
SSB

Sheriff Dept.  
Building Dept. (RM #2030)  
New Detention Facility  
Marine Projects (RM #2024)  
  
Bayshore Manor

## **STOP #10**

Cudjoe Key  
Transfer Station  
MM #21.5  
Blimp Road  
Cudjoe Key, Florida 33042

HAZ

Hazardous Waste  
Transfer Station

## **STOP #10-A**

#25 Ships Way  
Big Pine Key, FL 33043

NUG

Commissioner Neugent

## **STOP #10-B**

Big Pine Key Library  
Big Pine Key Shopping Center  
213 Key Deer Blvd.  
Big Pine Key, FL 33043

LIB

Big Pine Key Library

## **STOP #11**

Monroe County Regional Service Ctr.  
2798 Overseas Highway, MM 47.5 (gulf)  
Marathon, Florida 33040

GMD  
BLD  
PLN  
MRD  
EVR  
CDF  
PFM  
PAO

Growth Management  
Building Dept.  
Planning Dept.  
Marine Resources  
Environmental Resources  
Code Enforcement  
Facility Maint. (Bldg. Super.)  
Property Appraiser Office

## **STOP #12**

Marathon Sheriff's Office  
3101 Overseas Highway, MM 48 (ocean)  
Marathon, Florida 33050

SHF  
CTH  
TAX  
CLK

Sheriff's Department  
Courthouse  
Tax Collector  
Clerk

## **STOP #13**

Marathon Library  
3251 Overseas Highway, MM 48 (ocean)  
Marathon, Florida 33050

LIB

Marathon Library

## **STOP #14**

Marathon Government Annex  
Division  
490 63rd Street (ocean)  
Marathon, Florida 33050

Approx. 7:10 PM

PSD

Public Safety

FMD  
EMS  
VAD  
SSD  
TRS  
SOE  
EMG  
FRD  
RIC

Fire Marshall  
Emergency Medical Services  
Veteran Affairs  
Social Services  
Translator  
Supervisor of Elections  
Emergency Management  
Fire Rescue  
Commissioner Rice

## **STOP #15**

Marathon Airport  
9000 Overseas Highway, MM 51.5  
Marathon, Florida 33050

APM  
HRS

Airport Manager's Office  
Health Department

## **STOP #16**

Marathon Public Works  
10600 Aviation Blvd.  
Marathon, Florida 33050

RDS  
EMC  
ENG  
FMS  
PFM

Road Department  
Communications - Shop  
Engineering  
Fleet Management Service  
Facility Maintenance

## **STOP# 17**

Long Key  
Transfer Station  
MM 68 U.S. #1 (gulf)  
Long Key, Florida 33001

Transfer Station only

## **STOP #18**

Islamorada Library  
MM 81.5 U.S. #1 (gulf)  
Islamorada, Florida 33036

LIB

Islamorada Library

## **STOP #19**

Plantation Key Public Works  
186 Key Heights Dr, MM 88-89 (gulf)  
Plantation Key, Florida 33070

PWD

Public Works

EMG

Emergency Management

HRS

Health Department

FMS

Fleet Management Service

ENG

Engineering

## **STOP #20**

Ellis Building  
88800 Overseas Hwy, MM 88-89 (gulf)  
Plantation Key, Florida 33070  
Office

BLD

Building Dept

TAX

Tax Collector

PAO

Property Appraiser

PLN

Planning Dept.

## **STOP #21**

Plantation Government Center  
88820 Overseas Hwy, MM 88-89 (gulf)  
Plantation Key, Florida 33070  
Elections

SSD

Social Services

VAD

Veteran Affairs

SOE

Supervisor of

CDF

Code Enforcement

CLK

Clerk of Court



## **STOP #22**

Key Largo Volunteer Ambulance Corp. KLV  
98600 Overseas Hwy, MM 98.6 (median) UKT  
Key Largo, Florida 33037

Key Largo Volunteer Amb.  
Upper Keys Trauma Center

## **STOP #23**

Tradewinds Plaza LIB  
101485 Overseas Hwy, MM 101.485 (ocean)  
Key Largo, Florida 33037

Key Largo Library

## **STOP #24**

Key Largo Transfer Station  
1180 State Road 905 (gulf)  
Key Largo, Florida 33037

Transfer Station only

## **STOP #25**

Cardsound Toll Bridge  
County Road 905A  
US #A1A

CDS

Card Sound Bridge

## **STOP #26**

Dameron Building  
99198 Overseas Highway, Suite II  
Key Largo, FL 33037  
Approx. 11:00 PM

NEL

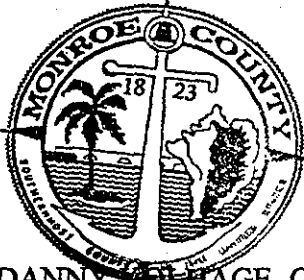
Commissioner Nelson

## ADDENDUM TO AGREEMENT

THIS ADDENDUM TO AGREEMENT is made and entered into this 13<sup>th</sup> day of February 2002, between the COUNTY OF MONROE and BUCCANEER COURIER in order to amend that certain agreement between the parties dated March 15, 2000 as follows:

- 1) In accordance with Paragraph 8 "OTHER OPTIONS" of aforementioned agreement, the County hereby exercises its option to renew said Agreement for a period of twelve (12) months effective March 15, 2002.
- 2) In all other respects, the agreement between the parties dated March 15, 2000, remains in full force and effect.

BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, FLORIDA



(Seal)

Attest: DANNY ROLHAGE, CLERK

By: Isabel C. DeSantis  
Deputy Clerk

By: \_\_\_\_\_

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

BY Suzanne A. Hutton  
SUZANNE A. HUTTON  
DATE 1/28/02

BUCCANEER COURIER

By: W. H. Roach

Jan. Katalin  
Witness

Shirley Sutton  
Witness

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
01/24/2002

PRODUCER  
Isaksen Insurance Inc  
30233 Overseas Highway  
Big Pine Key, FL 33043  
P: 305-872-0097 F: 305-872-1005

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## INSURERS AFFORDING COVERAGE

INSURED  
Buccaneer Courier  
PO Box 430763

INSURER A: FIRESTONE AGENCY/LLOYDS

INSURER B:

INSURER C:

INSURER D:

INSURER E:

Big Pine Key FL 33043-

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA AGG \$ AUTO ONLY AGG \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				<input type="checkbox"/> WC STAT-L <input type="checkbox"/> OPA-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ <input type="checkbox"/> E.L. DISEASE - EA EMPLOYEE \$ <input type="checkbox"/> E.L. DISEASE - POLICY LIMIT \$
A	<b>OTHER MOTOR CARGO</b>	BINDER # 01SP1805	01/14/2002	01/14/2003	PER TRUCK 5,000 PER LOSS 10,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

SMALL PACKAGE COURIER SERVICE

CERTIFICATE HOLDER ☒ ADDITIONAL INSURED: INSURER LETTER:

## CANCELLATION

MONROE COUNTY BOCC

5100 COLLEGE ROAD

KEY WEST

(305) 292-4542

FL 33040-

(305) 295-4342 FAX

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 030 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*His agent for insured*  
*Christa Jean*

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
01/24/2002

<b>PRODUCER</b> Isaksen Insurance Inc 30233 Overseas Highway Big Pine Key, FL 33043 P:305-872-0097 F:305-872-1005	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	<b>INSURERS AFFORDING COVERAGE</b> INSURER A: WESTERN SURETY INSURER B: FIRESTONE AGENCY/LLOYDS INSURER C: INSURER D: INSURER E:
<b>INSURED</b> Buccaneer Courier PO Box 430763  Big Pine Key FL 33043-	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
B	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	BINDER # 01SP1805	01/14/2002	01/14/2003	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE / POLICY LIMIT \$
A	<b>OTHER DISHONESTY BOND</b>	68684436	01/12/2002	01/12/2003	10,000

APPROVED BY RISK MANAGEMENT  
BY: [Signature]  
DATE: 2/25/02

WAIVER N/A YES  
[Signature]  
CC: [Signature]  
Info Systems

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

SMALL PACKAGE COURIER SERVICE

**FAKED**  
JAN 25 2002  
#Pages

<b>CERTIFICATE HOLDER</b> MONROE COUNTY BOCC 5100 COLLEGE ROAD KEY WEST FL 33040- (305) 292-4542 (305) 295-4342 FAX	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 030 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. As agent for insured. AUTHORIZED REPRESENTATIVE [Signature]
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# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/24/2002

PRODUCER  
Isakson Insurance Inc  
30233 Overseas Highway  
Big Pine Key, FL 33043  
P:305-872-0097 F:305-872-1005

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## INSURERS AFFORDING COVERAGE

INSURED  
Buccaneer Courier  
PO Box 430763

INSURER A: WESTERN SURETY  
INSURER B: FIDELITY & BOND AGENCY/LLYDYS  
INSURER C:  
INSURER D:  
INSURER E:

Big Pine Key FL 33043-

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR TYPE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	BINDER # 01SP1805	01/14/2002	01/14/2003	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYER \$ E.L. DISEASE - POLICY LIMIT \$
A	OTHER DISHONESTY BOND	68684436	01/12/2002	01/12/2003	10,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS

SMALL PACKAGE COURIER SERVICE

## CERTIFICATE HOLDER

☒ ADDITIONAL INSURED; INSURER LETTER: \_\_\_\_\_

## CANCELLATION

MONROE COUNTY BOCC

5100 COLLEGE ROAD

KEY WEST

(305) 292-4542

FL 33040-

(305) 295-4342 FAX

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. As agent for insured.

AUTHORIZED REPRESENTATIVE

*Christa Jannet*

ACORD 25-S (7/97)

©ACORD CORPORATION 1988

## MONROE COUNTY COURIER SERVICE STOPS

**\*Times for pick up and delivery are approximate, STOP #1 is the only time that is exact!**

### STOP #1

The Gato Building  
1100 Simonton Street  
The Mail Room  
Stock Island  
Key West, Florida 33040

OUT TO KEY WEST  
11:00 AM and 2:40 PM  
OUT TO KEYS NORTH  
5:00 PM

IN TO STOCK ISLAND  
from Keys North      from Key West  
before 8:00 AM      1:00 PM

CAD	County Administrator
HRD	Human Resources
EBF	Employee Benefits
CSD	Community Service Division
PWD	Public Works Division
CDF	Code Enforcement
SAF	Safety Department
EXS	Extension Services
GRT	Grants Office
RSK	Risk Management
OMB	Office of Manag. & Budget
PER	Personnel
ENG	Engineering Department
SSD	Social Services Dept.
SWD	Solid Waste
PUR	Purchasing Office
CMD	Construction Management
ART	Monroe Council of the Arts

### STOP #2

Monroe County Health Dept.  
1100 Simonton Street  
The Gato Building  
Key West, Florida 33040

DOH      Department Of Health

Approx. 8:00 A.M. and 5:00 P.M.

### STOP #3

1201 White Street, Suite 102  
Key West, Florida 33040

TDC      Tourist Development Council

## MONROE COUNTY COURIER SERVICE STOPS

Approx. 11:05 AM and 3:05 PM

### STOP #4

3583 S. Roosevelt Blvd.  
Key West, Florida 33040

FMS  
PFM  
RDS

Fleet Management Service  
Public Facility Maintenance  
Road Department

Approx. 11:08 AM and 3:08 PM

### STOP #5

3491 S. Roosevelt Blvd.  
Key West, Florida 33040

APK

Airport Director's Office

Approx. 11:13 AM and 3:13 PM

### STOP #5-B

The Harvey Govt. Center  
located in the Historic Truman Building  
1200 Truman Avenue  
Key West, Florida 33040

TSD  
VAD  
TAX  
LAT

Technical Services Dept.  
Veteran Affairs Dept.  
Tax Collector, 1<sup>st</sup> floor  
Land Authority

Approx. 11:20 AM and 3:20 PM

### STOP #6

700 Fleming Street  
Key West, Florida 33040

LIB

Key West Library

Approx. 11:25 AM and 3:25 PM

### STOP #7

Key West, Florida 33040

CAY  
SPE  
MCC

County Attorney  
Commissioner Spehar  
Commissioner McCoy

Approx. 11:30 AM and 3:30 PM

**MONROE COUNTY COURIER SERVICE STOPS**

**STOP #8**

Monroe County Courthouse  
500 Whitehead Street  
Key West, Florida 33040

Approx. 11:35 noon and 3:35 PM

CTA  
CLK  
GAL  
PAO  
FIN  
PAY  
SOE  
STA

Court Administrator  
County Clerk  
Guardian Ad Litem  
Property Appraiser Office  
Finance Department  
Payroll Department  
Supervisor of Elections  
State Attorney

**STOP #9**

Public Service Building  
5100 College Road  
Key West, FL 33040

SHF  
BLD  
NDF  
MPC

Sheriff Dept.  
Building Dept.  
New Detention Facility  
Marine Project Coordinator

**STOP #10**

Cudjoe Key  
Transfer Station  
MM #21.5  
Blimp Road  
Cudjoe Key, Florida 33042

Approx. 5:20 PM

HAZ

Hazardous Waste  
Transfer Station

**STOP #10-A**

#25 Ships Way  
Big Pine Key, FL 33043

Approx. 6:00 PM

NUG

Mayor Neugent



**MONROE COUNTY COURIER SERVICE STOPS**

**STOP #10-B**

Big Pine Key Library  
Big Pine Key Shopping Center  
213 Key Deer Blvd.  
Big Pine Key, FL 33043

LIB

Big Pine Key Library

Approx. 6:10 PM

**STOP #11**

Monroe County Regional Service Ctr.  
2798 Overseas Highway, MM 47.5 (gulf)  
Marathon, Florida 33040

GMD  
BLD  
PLN  
MRD  
EVR  
CDF  
PFM  
PAO

Growth Management  
Building Dept.  
Planning Dept.  
Marine Resources  
Environmental Resources  
Code Enforcement  
Facility Maint. (Bldg. Super.)  
Property Appraiser Office

Approx. 6:30 PM

**STOP #12**

Marathon Sheriff's Office  
3101 Overseas Highway, MM 48 (ocean)  
Marathon, Florida 33050

SHF  
CTH  
TAX  
CLK

Sheriff's Department  
Courthouse  
Tax Collector  
Clerk

Approx. 6:45 PM

**STOP #13**

Marathon Library  
3251 Overseas Highway, MM 48 (ocean)  
Marathon, Florida 33050

LIB

Marathon Library

Approx. 7:00 PM

**MONROE COUNTY COURIER SERVICE STOPS**

**STOP #14**

Marathon Government Annex  
490 63rd Street (ocean)  
Marathon, Florida 33050

Approx. 7:10 PM

PSD

FMD  
EMS  
VAD  
SSD  
TRS  
SOE  
EMG  
FRD  
WIL

Public Safety Division

Fire Marshall  
Emergency Medical Services  
Veteran Affairs  
Social Services  
Translator  
Supervisor of Elections  
Emergency Management  
Fire Rescue  
Commissioner Williams

**STOP #15**

Marathon Airport  
9000 Overseas Highway, MM 51.5  
Marathon, Florida 33050

Approx. 7:20 PM

APM  
HRS

Airport Manager's Office  
Health Department

**STOP #16**

Marathon Public Works  
10600 Aviation Blvd.  
Marathon, Florida 33050

Approx. 7:30 PM

RDS  
EMC  
ENG  
FMS

Road Department  
Communications - Shop  
Engineering  
Fleet Management Service

**STOP# 17**

Long Key  
Transfer Station  
MM 68 U.S. #1 (gulf)  
Long Key, Florida 33001

Transfer Station only

## MONROE COUNTY COURIER SERVICE STOPS

Approx. 8:00 PM

### STOP #18

Islamorada Library  
MM 81.5 U.S. #1 (gulf)  
Islamorada, Florida 33036

LIB

Islamorada Library

Approx. 8:30 PM

### STOP #19

Plantation Key Public Works  
186 Key Heights Dr, MM 88-89 (gulf)  
Plantation Key, Florida 33070

HRS

PWD  
EMG  
FMS  
ENG

Public Works  
Emergency Management  
Health Department  
Fleet Management Service  
Engineering

Approx. 8:45 PM

### STOP #20

Ellis Building  
88800 Overseas Hwy, MM 88-89 (gulf)  
Plantation Key, Florida 33070

PAO

BLD  
TAX  
PLN

Building Dept  
Tax Collector  
Property Appraiser Office  
Planning Dept.

Approx. 9:00 PM

### STOP #21

Plantation Government Center  
88820 Overseas Hwy, MM 88-89 (gulf)  
Plantation Key, Florida 33070

SOE

SSD  
VAD  
CDF  
CLK

Social Services  
Veteran Affairs  
Supervisor of Elections  
Code Enforcement  
Clerk of Court

Approx. 9:30 PM

**MONROE COUNTY COURIER SERVICE STOPS**

**STOP #22**

Key Largo Volunteer Ambulance Corp.  
98600 Overseas Hwy, MM 98.6 (median)  
Key Largo, Florida 33037

KL  
UKT

Key Largo Volunteer Amb.  
Upper Keys Trauma Center

Approx. 9:45 PM

**STOP #23**

Tradewinds Plaza  
101485 Overseas Hwy, MM 101.485 (ocean)  
Key Largo, Florida 33037

LIB

Key Largo Library

Approx. 10:00 PM

**STOP #24**

Key Largo Transfer Station  
1180 State Road 905 (gulf)  
Key Largo, Florida 33037

Transfer Station only

Approx. 10:15 PM

**STOP #25**

Cardsound Toll Bridge  
County Road 905A  
US #A1A

CDS

Card Sound Bridge

Approx. 10:30 PM

**STOP #26**